



CITY OF HOPEWELL CODE OF ETHICS FOR BOARDS & COMMISSIONS

The citizens and businesses of the City of Hopewell deserve fair and accountable local government. The effective functioning of democratic government requires that public officials, both elected and appointed, comply with both the letter and spirit of the laws and policies affecting the operations of government; that public officials be independent, impartial and fair in their judgement and actions; that public office be used for the public good, not for personal gain; and that public deliberations and processes be conducted openly, unless legally confidential, in an atmosphere of respect and civility.

Recognizing that those who hold public office have been given a public trust and that the stewardship of such office demands the highest levels of ethical and moral conduct, any person serving in an appointed office in the City of Hopewell shall adhere to the following Code of Ethics:

1. Uphold the Constitution, laws, and regulations of the United States and of all government therein and never knowingly be a party to their evasion.
2. Place loyalty to the highest moral principles and to the people of the City of Hopewell, as a whole, above loyalty to individuals, districts, or particular groups.
3. Expose, through appropriate means and channels, corruption, misconduct, or neglect of duty when discovered.
4. Give a full measure of effort and service to the positions of trust for which you have been placed, giving your best effort and best thought to the performance of duties.
5. Seek to find and use the most equitable, efficient, effective, and economical means for getting tasks accomplished.
6. Support the rights and recognize the needs of all citizens regardless of race, age, gender, sexual orientation, religion, creed, country of origin or handicapping conditions.
7. Ensure the integrity of the actions of the <BOARD/COMMISSION> by avoiding discrimination through the dispensing of special favors or unfair privileges to anyone, whether for remuneration or not. A member should never accept for himself or herself, or for any family members, favors or benefits under circumstances which could be construed by reasonable persons

as influencing the performance of government duties. No member shall benefit from City sponsorship or special events, such as the acceptance of free tickets or other special favors. This shall not apply to attendance at an event in which the individual is performing official City duties.

8. Make no private promises of any kind binding upon the duties of any office, since a public servant has no private word which can be binding on public duty.

9. Avoid a conflict of interest. A member should recuse himself or herself from participating in deliberations or voting on issues which render personal gain for himself or herself, or for family members. Engage in no business with the City of Hopewell government, either directly or indirectly, which is inconsistent with the State and Local Government Conflict of Interest Act.

10. Never use any information gained confidentially in the performance of government duties as a means of making private profit.

11. Adhere to the principle that the public's business should be conducted in the public view by observing and following the letter and spirit of the Freedom of Information Act using closed meetings only to deal with sensitive personnel, legal matters, contractual matters or as otherwise provided by the Code of Virginia.

12. Make sure, when responding to the media, that a clear distinction is made between personal opinion or belief and a decision made by the <BOARD/COMMISSION>.

13. No member may disclose or use confidential information without appropriate authorization. Confidential information includes discussions during executive or closed sessions and certain economic development information.

14. Pledge to honor and uphold these principles, ever conscious that public office is a public trust.

15. It is the duty of the Chairperson and each Commissioner to ensure the Code of Ethics is fulfilled. If a violation of any is noted, a Commissioner should first discuss the matter privately with the Chairperson, and if no resolution is found, then brought before the <BOARD/COMMISSION> as a whole for discussion. If the Chairperson is in violation, a Commissioner should discuss the matter privately with the Mayor who shall inform the City Council of the issue.

16. Support the maintenance of a positive and constructive workplace environment for City employees and for citizens and businesses dealing with the City. Commissioners shall recognize their special role in dealings with City employees and in no way create the perception of inappropriate direction to staff.

MODEL OF EXCELLENCE

CITY OF HOPEWELL <BOARD/COMMISSION>

MEMBER STATEMENT

As a member of the City of Hopewell <BOARD/COMMISSION>, I agree to uphold the Code of Ethics for appointed officials and conduct myself by the following model of excellence. I will:

- Recognize the worth of individual members and appreciate their individual talents, perspectives and contributions.
- Help create an atmosphere of respect and civility where individual members, City staff and the public are free to express their ideas and work to their full potential.
- Conduct my personal and public affairs with honesty, integrity, fairness, and respect for others.
- Respect the dignity and privacy of individuals and organizations.
- Keep the common good as my highest purpose and focus on achieving constructive solutions for the public benefit.
- Avoid and discourage conduct which is divisive or harmful to the best interest of the City of Hopewell.
- Treat all people with whom I interact in the manner I wish to be treated.

I affirm that I have read and understand the City of Hopewell Code of Ethics.

Signature: _____

Name (Printed): _____

Office: _____

Date: _____



CITY OF HOPEWELL STANDARDS OF CONDUCT – BOARDS & COMMISSIONS

Recognizing that persons holding a position of public trust are under constant observation by the media and interested City residents, and recognizing that maintaining the integrity and dignity of the public office is essential for maintaining high levels of public confidence in our institutions of government, every member of the City of Hopewell <BOARD/COMMISSION> should adhere to the following Standards of Conduct:

1. In responding to questions from the media or citizens, Commissioners should remind the listener that they are not speaking for the entire Commission, clarify their position on a particular item, and make “no public comment” on closed meeting matters in reference to individuals, real estate, and other areas addressed pursuant to Section 2.2-3711 of the Code of Virginia.
2. Remember that personnel matters are to remain confidential and that it is the obligation of the <BOARD/COMMISSION> and its membership to protect the privacy of the individual.
3. Focus on issues and avoid making public comments about individuals, staff members, fellow Commissioners, community members or media representatives.
4. Ensure that emails on matters of public business before the <BOARD/COMMISSION> which are sent to more than one member shall be sent to all other Commissioners.
5. During public meetings and during the performance of public duties, avoid the use of abusive, threatening, or intimidating language or gestures directed at colleagues, citizens, staff, or personnel.
6. Timely pay all taxes due to the City, state, or national government.
7. Attend all regularly scheduled meetings of the <BOARD/COMMISSION> or committees to which he or she has been assigned, resigning whenever personal circumstances preclude regular attendance.

8. Avoid a private lifestyle that casts public doubt upon the integrity and competence of the City government.

9. Make a conscientious effort to be well prepared for each meeting.

10. Offer criticism of colleagues or City employees only in private meetings with appropriate individuals or in a closed meeting.

11. Work to create a positive environment in public meetings where citizens will feel comfortable in their roles as observers or participants.

12. Maintain an attitude of courtesy and consideration toward all colleagues and staff during all discussions and deliberations.

13. Be tolerant. Allow citizens, employees, or colleagues sufficient opportunity to present their views.

14. Be respectful and attentive. Avoid comments, body language or distracting activity that conveys a message of disrespect for the presentations from citizens, personnel, or colleagues.

15. Be concise. Avoid the practice of taking more time to address an issue before the body than is necessary and essential for an adequate consideration of those matters being discussed.

16. Respect and protect the chain of command between staff, the City Manager, and City Council.

17. Follow the process set forth below upon receiving a complaint that a <BOARD/COMMISSION> member has violated the Code of Ethics and Standards of Conduct. In the event a complaint is received by the Chairperson, the following procedure shall be followed:

- A. the Chairperson shall forward the complaint to all members of <BOARD/COMMISSION>, the Mayor, and the City Manager;
- B. the accused member shall be given a reasonable period of time to respond in writing to the allegations, and such response shall be forwarded to all members of the <BOARD/COMMISSION>, the Mayor, and the City Manager;
- C. the City Council and the City Manager/City Attorney, if needed, may meet to discuss the allegations and the member's response;
- D. the Mayor shall poll the members regarding their disposition of the alleged violation; and

- E. the Mayor shall direct the City Manager/City Attorney to draft a response to inform the complainant of the City Council's disposition.

If the Chairperson is the alleged violator, The Vice Chairperson shall carry out the Chairperson's duties, as outlined in subsections (A) thru (E) above.